

New Richmond Area Ambulance Service  
Board of Directors Meeting  
Wednesday March 16, 2016

**Call to Order:** The meeting was called to order by Chairman Steve Lewis at 6:30pm.

**Roll Call:** Members present- Steve Lewis, John VanDyke, Garry Knutson for Jim Pierson, Chris Boardman, Jim Jackson, Mike Kamm, Barry Ausen, Randy Zemke, Craig Kittle, and Jerry Croes. Members Absent: Willard Moeri, Randy Olson, Jane Hansen, Others present: Matt Melby, Director

**Approval of Agenda:** Motion to approve the agenda as distributed was made by Jerry Croes and seconded by Jim Jackson. Motion carried

**Approval of Minutes:** Motion to approve the October 21, 2015 minutes was made by Mike Kamm and seconded by John VanDyke. Motion carried

**Financial Report:** Steve Massey unable to attend, report given by Melby for the year 2015 and for the two month period of 2016 ending February 29. Patient revenue was slightly less than budgeted for 2015 and net revenue at \$627,434 was also slightly under budget projections. Expenses for 2015 were \$75,000 favorable to budget creating approximately \$5,000 in revenue. Daily expense for 2015 averaged out to \$2108. 2015 ended with 66.43 days cash on hand. Financially the service ended the year in a strong position and the budget projections were favorable to the bottom line. 2016 is starting off well with both gross patient billable and net patient revenue well above budget projections. Expenses have been favorable to budget thus far giving the service revenue of \$27,500 in excess of expense. The service stands at 130 days cash on hand but it is early in the year and that number will drop as the year progresses. There was discussion regarding how much cash we should have in savings and then at what point does the service pay extra on equipment loans. It was agreed that we should keep adding to savings at this point in case of major equipment failure and need for rapid replacement. Two documents from EMS Medical Billing reports were shown to demonstrate how important call volume is to the service's financial stability.

**Operations Report:** 2015 call volume was discussed and compared to the previous two years. The call volume is increasing despite a drop in the last quarter of the year. 2016 call volume was discussed and the numbers are very similar to 2015 at this point, with the exception of inter facility volume which is increasing. If staffing allowed (for back up crews) the year is starting off with an average of 30 transfers per month, up 11 transfers on average from 2015. The reason for most missed transfers is due to insufficient back up. Discussion commenced on how to improve the situation which included increasing back up pay for staff. Equipment is holding up and staff has greatly appreciated the power load system. New pagers have been ordered and older pagers are being replaced. A CO monitor was ordered and in use. The monitor was used at Cedar Lake Arena and we found that the CO levels at the facility were mostly within OSHA standards. A question was asked about the service's risk of litigation should there be a large CO event and it was known that the crew had a CO monitor. Craig Kittle volunteered to follow up on this. No issues with the building, but as we reach five years of occupation some preventative maintenance needs to be considered and budgeted for.

**Announcements:** The service has reserved Monday July 25<sup>th</sup> for the golf scramble fundraiser

**Next Board Meeting date:** Wednesday June 15, 2016; 6:30pm at Garage

**Adjournment:** Motion to adjourn by Barry Ausen and seconded by Chris Boardman. Meeting adjourned at 7:40pm